



STATE OF CALIFORNIA  
**Department of Parks and Recreation**  
 EXAMINATION ANNOUNCEMENT  
**PARK AND RECREATION SPECIALIST**  
**OPEN**



**AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, MEDICAL CONDITION OR PREGNANCY, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**POSITIONS EXIST**

Statewide

**SALARY RANGE**

\$2,873 - \$5,363

**WHO SHOULD APPLY**

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement by **October 21, 2014**, the **final filing date**. Applications will not be accepted on a promotional basis.

**WHERE TO APPLY**

Applications ([Std. Form 678](#)) may be delivered in person or by mail. Please submit to:

**By mail:**

Department of Parks and Recreation  
 Attention: Selections Unit/Jacques Carter or  
 Paula Graves  
 P.O. Box 942896  
 Sacramento, CA 94296-0001

**In person:**

Department of Parks and Recreation  
 1416 9th Street  
 Room 1018 (10th floor)  
 Sacramento, CA 95814

**INCLUDE EXAM CODE 4PR13 ON YOUR APPLICATION IN THE SECTION TITLED “EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING”.**

Only applications for the **Park and Recreation Specialist** will be accepted. If you are applying for multiple examinations you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

**FINAL FILING DATE**

Applications (Form 678) must be postmarked no later than **October 21, 2014**, the **final filing date**. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

**EXAMINATION DATES**

**Qualifications Appraisal Interview:** It is anticipated that interviews will be held during **December 2014/January 2015**.

**Note:** Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment application. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 654-9420 or (916) 653-2012

*(Continued on reverse side)*

Exam Title: Park and Recreation Specialist  
Exam Code: 4PR13  
Schem Code: BV55

Release date: October 7, 2014  
Final Filing Date: October 21, 2014  
Class Code: 1068

## ELIGIBLE LIST INFORMATION

A departmental statewide eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education requirements for this examination by **October 21, 2014**, the **final filing date**.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

**This examination requires** education equivalent to graduation from college. You must include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter) obtained, and date completed. **NOTE: Applicants must provide a copy of their unofficial transcripts from the applicable institution(s) at the time of filing their application.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes.

## MINIMUM QUALIFICATIONS

**Education:** Equivalent to graduation from college with any major, but preferably in environmental or urban planning, public administration, recreation, park management, or a natural resource-related field.

## POSITION DESCRIPTION

This is the training and first journey level class in this series. Incumbents assigned to Range A will be college graduates with no prior experience in this type of work and will learn the work of the occupation under close supervision. Incumbents will advance to Range B when they are capable of performing more independently the routine assignments and when prepared to assist on more complex work. In addition, Range B can be an entry level for those with a master's degree or with prior experience in the field. Range C is the first journey level in this series. Incumbents perform professional recreation planning and administrative work of average difficulty and assist in the completion of major projects and programs.

## EXAMINATION INFORMATION

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

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## **EXAMINATION SCOPE**

### **Knowledge of:**

1. General principles and techniques of research and statistical analysis to perform basic analysis of recreation data from a variety of sources.
2. The principles and processes for providing customer service, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction to respond to complaints and inquiries.
3. The structure and content of the English language including the meaning and spelling of words, rules of composition, and rules of grammar to prepare written reports and memorandums.
4. Trends in recreation usage, including social and economic factors, to be able to respond appropriately to the specific recreational needs of the people of California.

### **Skill to:**

1. Read the English language to understand various work related documents (e.g., work related procedures, technical documents, instruction booklets).
2. Identify problems of average difficulty to develop recommendations for the improvement of parks and recreation areas and programs.
3. Review information regarding recreation programs to develop, evaluate, and implement solutions.
4. Consider the relative costs and benefits of potential actions to choose appropriate recommendations for solutions to issues relating to parks and recreation programs.
5. Communicate in writing using proper English spelling, sentence structure, and grammar to produce clear and concise written materials (e.g., reports, memos, forms, letters).
6. Follow verbal directions related to work assignments to properly complete work tasks.
7. Maintain accurate and detailed records/notes/logs to document work related activities and prepare formal reports.

### **Ability to:**

1. Use logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to issues.
2. Use basic analytical ability to evaluate the operations of parks and recreation programs and services.
3. Interpret recreation data collected from a variety of sources to write reports that provide a thorough and accurate representation of the data.
4. Identify problems of average difficulty as related to parks and recreation to develop, implement, and evaluate solutions.
5. Develop practical solutions to address issues and problems regarding park and recreation programs.
6. Communicate orally in English using clear sentence structure and proper vocabulary to relay to and receive information from various individuals (e.g., coworkers, departmental liaisons, members of the public).
7. Multitask in rapidly changing situations to properly perform the functions of the job.

## **VETERANS' PREFERENCE**

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

## **CAREER CREDITS**

Career credits are not granted in open examinations.

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## CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact the Selection Unit of the Department of Parks and Recreation, (916) 654-9420 or (916) 653-2012, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** Locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available at** Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at [jobs.ca.gov](http://jobs.ca.gov).

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Parks and Recreation** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veterans' Preference:** Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR 1093](#)), which is available at <https://jobs.ca.gov/job/veteransinformation>, and the Department of Veterans Affairs.

### DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Selection Unit 1416 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814 (916) 654-9420

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)